

Penbrook Police Department

Joseph N. Hogarth, Chief of Police

Application for Employment

Penbrook Borough is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, national origin, ancestry, gender, disabilities, age or any other characteristic protected by law. Reasonable accommodations for the needs of otherwise qualified applicants with disabilities will be made upon request.

Applicant Information

Name: _____
Last First Middle

Address: _____

_____ City State Zip

Email: _____ Phone: _____ Phone: _____

Last 4 of social security _____

Are you a U.S. citizen? _____ Naturalization Number if applicable: _____

Will you be at least 21 years old on April 5, 2021? _____ Do you have a valid PA driver's license? _____

Do you have a high school diploma or GED? _____ Are you a veteran? _____

Do you wish to claim veteran's preference status? _____ Are you ACT 120 certified? _____

Documents That Must Accompany This Application

- A non-refundable check or money order made out to Penbrook Borough in the amount of \$35.00
- A photo copy of your valid driver's license
- Essential Duties Form
- If you're claiming veterans' preference, a photocopy of DD-214 (member 4 copy) and any other official military document(s) which include all of the following:
 - Character of service
 - Dates of entry
 - Completion of basic training
 - Completion of military service commitment

OFFICE USE ONLY

Date Received: _____ Time Received: _____ Received by: _____

Essential Duties of a Police Officer

- Running for several hundred yards or more
- Climbing over obstacles
- Crawling, including in confined spaces
- Pushing motor vehicles
- Using physical force, including deadly force, to apprehend or subdue arrestees
- Pulling or carrying people to safety
- Withstanding prolonged exposure to extreme weather conditions
- Withstand prolonged periods of standing or sitting
- Withstand frequent exposure to stress-producing situations such as encountering persons injured or killed by accidents, crimes or suicide
- Dealing with domestic disputes
- Dealing with verbal and physical abuse to you, including taunts, insults and threats to you, your family or other officers
- Recognize and communicate effectively with individuals, including those suffering from trauma or other special needs
- Safely operate a motor vehicle for long periods of time and under hazardous road and driving conditions
- Use a firearm or other weapons effectively
- Effectively read, write and comprehend the English language
- Complete written reports in a clear, concise and efficient manner
- Testify effectively and efficiently in court proceedings

I have reviewed the above list of essential job functions for the Penbrook Borough Police Department and assert that (check one):

- I can fully perform all duties without reasonable accommodations
- I can fully perform all duties with reasonable accommodations
- I cannot fully perform all duties even with reasonable accommodations

Printed Name

Signature

Date



Hiring Process

Dear Applicant,

Thank you for your interest in working for the Penbrook Borough Police Department and welcome to our employment application process. Please read the following instructions for complying with the process and remaining eligible throughout. Police work demands attention to detail, exactness, neatness and clarity when reporting or documenting information and most importantly, honesty regardless of any consequence the truth may bring. You, and only you, are responsible for the information contained herein, as well as, anything else required of you throughout this process. Not following the instructions set forth, or disregard of me or any of my staff or designees will likely result in disqualification from the process.

- Carefully read and review all forms and meet all deadlines stated.
- Do not make any payment that will result in insufficient funds
- Check email and voicemails regularly and frequently for updates from me or my staff
- Do not miss any deadlines or show up to any of the testing stages late
- Wear appropriate attire to each stage of the process
- Show your valid driver's license at each testing site

After the application deadline passes, all applicants will be notified of the next step(s) in the process which includes a physical fitness test, a written exam and an oral board exam. Each applicant must successfully pass one stage prior to moving on to the next.

Qualification requirements as well as automatic disqualifiers can be found in our Borough Civil Service Regulations. The regulations can be read or downloaded from our website, <https://www.penbrook.org/policeapplication>

Police Officer, Penbrook Borough, Dauphin County

The Penbrook Borough Police Department is currently accepting applications for the position of full-time police officer. The department is an accredited agency with 7 full-time and 4 part-time officers.

Application Process:

Applications for the position may be obtained from either the borough office or downloaded from www.penbrook.org. The applications must be dropped off in person during the office hours of 8:30am and 4:30pm, Monday through Friday. A non-refundable testing fee of \$35.00 must accompany the application. The borough does not accept credit cards. Applications must be received no later than 4:30pm on Friday February 26th. The borough office is located at 150 South 28th Street, Harrisburg, PA 17103. Checks are to be made payable to Penbrook Borough.

Requirements:

- U.S. citizen
- High school diploma or GED
- 21 years of age or older by April 5, 2021
- Valid PA driver's license
- ACT 120 certification

A physical agility test followed by a written exam will be held on Sunday, February 28th, 2021.

Penbrook Borough is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, marital status, sexual orientation, race, color, creed, national origin, political affiliation religion or disability.

INTEGRITY
SERVICE
HONOR